



Hendry County Sheriff's Office

General Order 9.1

TITLE: Equal Employment Opportunity	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: August 4, 2018	REVISION DATE: May 15, 2019
RELATED REFERENCES: <i>GO 9.0 – Recruitment Plan</i> CFA: 4.01M	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 15, 2022

I. PURPOSE: The purpose of this order is to establish a definitive policy of equitable opportunities, and employment practices and conditions, to ensure that the Hendry County Sheriff's Office is an equal opportunity employer that does not discriminate against employees/members or applicants, in accordance with federal, state and local law.

II. SCOPE: This order shall apply to all sheriffs' office members.

III. POLICY: It is the continuing policy of the Hendry County Sheriff's Office to provide equal employment opportunities to all employees and applicants, without regard to race, creed, color, sex, religion, national origin, citizenship, age, veteran status, disability, pregnancy, or any other protected categories, (e.g., marital status, sexual orientation or sexual identification). This policy relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and all other terms and conditions of employment. All sheriff's office policies are in accordance with federal, state and local equal employment opportunity principles and other related laws. In addition, it is the policy of the Hendry County Sheriff's Office to prohibit all personnel from discriminating on the basis of any of the grounds listed above, and the sheriff's office shall not tolerate any conduct calculated to intimidate, harass, or otherwise discriminate against any employee/member. Retaliation against any member expressing his/her rights under any civil rights laws, including complaining under the terms of this policy, or participating in any investigation under this policy, shall not be tolerated.

IV. PROCEDURE:

- A. Equal Employment Opportunity (EEO) Officer: The human resources director shall serve as the EEO officer for the agency.

- B. Advertising or Recruitment Campaign: This sheriff's office shall include the wording "an equal opportunity employer" on any and all advertising or recruitment campaign materials.
- C. Monitoring: It is the agency's goal to hire the most qualified person for any given position. With this in mind, the human resources director shall be responsible for monitoring compliance with the agency's EEO policy throughout all phases of employment. Further, it shall be the responsibility of the human resources director and/or internal affairs to initiate any investigation necessary relating to reports of discrimination, harassment or retaliation. The human resources director shall also be responsible for disseminating information relating to any and all changes in the EEO program to employees in a timely manner.
- D. Any member who feels that his/her rights have been violated under this policy shall inform his/her immediate supervisor. If the member feels uncomfortable reporting the issue to the immediate

supervisor. In this circumstance, the member may report his/her claim to the director of human resources and/or internal affairs directly.

- E. Intent: It is the intent of the Hendry County Sheriff's Office to implement and maintain an EEO program in compliance with all federal laws as provided.
 - F. Notices: Official EEO notices shall be kept posted in conspicuous places throughout the agency, and are available in electronic form directly from the human resources director.
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V. GLOSSARY:

DISCRIMINATION – The unfair treatment of a person or group on the basis of prejudice and without regard to individual merit.

- State Law (condensed excerpts): It is an unlawful employment practice for an employer to discharge or to fail or refuse to hire any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, national origin, age, handicap, marital status or veteran status. This includes limiting, segregating or classifying employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or adversely affect any individual's status as an employee because of such individual's race, color, religion, sex, national origin, age, handicap, marital status or veteran status.
- Federal Law (condensed excerpts): It is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy, pay and benefits, and harassment), national origin, age (40 or older), disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law forbids discrimination in every aspect of employment.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – The provision of equitable opportunities, for employment and conditions of employment, to all employees and applicants, regarding race, color, religion, sex, national origin, age, disability, genetic information or marital status.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) – The federal agency that is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee.

FLORIDA COMMISSION ON HUMAN RELATIONS – The state agency that identifies and helps eliminate unlawful discrimination in the workplace; also investigates claims of retaliation against state employees who blow the whistle on government wrongdoing.

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